PALOMAR COMMUNITY COLLEGE DISTRICT

Employee Benefit Orientation



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YOUR "TO DO" LIST ITEMS 1 THROUGH 7 LISTED BELOW MUST BE COMPLETED

- 1. <u>Kaiser HMO</u> -or- <u>Kaiser HDHP/HSA</u> -or- <u>SISC Anthem HMO</u> -or-<u>SISC Anthem 100A PPO</u> -or- <u>SISC Anthem 80E PPO</u> -or- <u>Insurance Opt Out Form</u> (Complete one of these forms)
- 2. <u>Delta PPO Enrollment</u> -or- <u>DeltaCare USA DHMO Enrollment</u> (Complete one of these forms)
- 3. <u>Vision Enrollment</u>
- 4. <u>PERS Beneficiary</u> -or- <u>STRS Beneficiary</u> (Complete one of these forms)
 - Complete, print, and mail/email into Palomar Human Resource Services or Benefits
- 5. <u>Life/AD&D Beneficiary</u>
- 6. <u>Long Term Care Enrollment</u>
- 7. Required Dependent Verification Documentation:
 - marriage certificate OR Domestic Partnership
 - **Front page of most recent tax return (financial information redacted)**
 - **birth** certificate/adoption certificate/guardianship for children
 - PLEASE NOTE:
 - Anthem PPO's and the Delta PPO are the only plans that require employee contribution
 - Medical, Dental, Vision, and Long Term Care begin the first of the month following date of hire
 - Life/AD&D begin the first of the month following 30 days of service
 - Long Term Disability begins the first of the month following 90 days of service

To Do List

MEDICAL & EAP BENEFITS

Medical Insurance Options

- Kaiser Permanente HMO: \$0 Employee Contribution
 - Group Number 234480-0073 (link to Plan Summary)
 - No deductible, no office co-pay, \$5 for pharmacy
 - Provider Search: <u>https://healthy.kaiserpermanente.org/</u>
- <u>Kaiser Permanente HDHP with HSA: \$0 Employee</u> <u>Contribution</u>
 - Group Number 234480-0075 (link to <u>Plan Summary</u>)
 - DEDUCTIBLE: \$1,500 Single/\$3,000 Family
 - January 1, 2024 deductible increase \$1,700 Single/\$3,400.00 Family
 - <u>District funded HSA</u>: \$3,300.06 Single/\$6,600.03 Family
 - Contribute pre-tax funds to your HSA (<u>click here</u>)
- <u>SISC Anthem PPO: EE \$199/E1 \$392/ EF \$550 (12)mo.</u> <u>Contribution Amount</u>
 - Group Number 40795A (link to <u>Plan Summary</u>)
 - No deductible, \$10 office co-pay, \$5/\$20/\$50 for pharmacy
 - Provider Search: (<u>Click Here</u>)

SISC Anthem HMO: \$0 Employee Contribution

- Group Number 57APGA (link to Plan Summary)
- No deductible, \$20 primary co-pay, \$40 specialist co-pay, \$250 admission co-pay, \$100 ER co-pay, \$9/\$35 for pharmacy
- Provider Search: (<u>Click Here</u>)
- <u>SISC Anthem 80E PPO: \$0 Employee Contribution</u>
 - Group Number: Single 40795E (link to Plan Summary)
 - DEDUCTIBLE: \$300 Single/\$600 Family
 - \$20 co-pays
 - 20% Coinsurance for hospitalization, scans, diagnostic/lab procedures, and chiropractic
 - Provider Search: (<u>Click Here</u>)

Employee Assistance Programs

- Anthem EAP (for Kaiser and PPO members)
 - Free services for you and your household members (limited number of sessions)
 - Counseling, addiction recovery, dealing with ID theft, legal advice, financial planning
 - (800)999-7222 company code SISC
 - <u>www.anthemEAP.com</u> company code SISC



DENTAL BENEFITS

Delta Preferred Option PPO

- Employee (12) Monthly Contribution: \$44.30
- Utilize Delta Dental PPO list of network providers (click here)
- Group Number 7046-03905 (member phone number 866/499-3001)
- Each member has a \$1,500 insurance benefit per calendar year (<u>Plan Summary</u>)
- Diagnostic and preventative services are covered 100%
- Basic Services are covered 90%, member pays 10%
- Crowns, cast restorations and prosthodontic services are covered 60%
- Orthodontics are covered t 50% up to \$1,000 lifetime benefit
- No member ID cards will be issued for this plan (instructions)

DeltaCare USA Option DHMO

- \$0 Employee Premium Contribution
- Must use the DeltaCare USA list of network providers (click here)
- Group Number 71691-03001 (member phone number 800/422-4234)
- Each member has unlimited annual dental coverage (<u>Plan Summary</u>)
- Preventative services are covered 100%
- The cost for other plan services are listed in the plan summary attached above
- This plan has enhanced orthodontic benefits but you must use a DeltaCare USA orthodontist
- Member ID cards will be issued for this plan or you can <u>download a copy</u> of your card.

EYEMED VISION BENEFITS

- \$0 Employee Premium Contribution
- Utilize the <u>EyeMed</u> list of in network providers (<u>Plan Summary</u>)
- Group Number 1018355-1001 (Member phone number 866/804-0982)
- Free exam every 12 months (Eye glasses and Conacts)
- Up to \$250 frame allowance every 12 months
- Free single vision, lined bifocal, and lined trifocal lenses every 12 months
- Or \$180 allowance for contacts and exam every 12 months
- Extra savings on prescription sunglasses and laser vision correction
- You will receive member ID cards and a welcome packet in the mail at your home

LIFE/AD&D AND LONG TERM CARE BENEFITS

Life and AD&D Insurance



Long Term Care Insurance

- \$0 Employee Premium Contribution
- Policy Number 70654-0GAT2 (policy information)
- Employee term life insurance worth \$80,000
- This policy includes <u>travel insurance</u>
- Employee Accidental Death and Dismemberment insurance worth \$80,000
- Value of the policy will reduce by 50% when the employee reaches the age of 70

- \$0 Employee Premium Contribution
- Policy Number 105200 (policy information)
- Covers services provided to an employee by an in-network Nursing Facility
- Pays the facility up to \$1,000 per month
- Maximum duration of the benefit is 2 years
- For questions about this plan you can contact (800)227-4165

LONG TERM DISABILITY BENEFITS

- Policy Number 70654-0LTD2011 (<u>Policy Information</u>)
- This policy replaces California State Disability Benefits
- Employee sick leave is intended to serve as short term Disability income
- Employee is eligible for income replacement after 90 days of disability
- Benefit amount is 66 2/3% of the employee base income up to a maximum of \$7,500 per month
- If the employee becomes disabled prior to age 68 then the benefit is in place until age 70
- If the employee becomes disabled at 68 or older then the maximum benefit is 24 months
- There is a survivor income benefit should the employee pass away
- The policy will not provide coverage for a pre-existing condition that causes a period of Disability beginning within the first 12 months of the effective date of coverage



RETIREMENT PENSION BENEFITS

CalPERS

WHO PARTICIPATES? Classified employees and academic/educational employees who have prior CalPERS service eligibility

EMPLOYEE CONTRIBUTION: Classic (CalPERS member on or before 12/31/2013) = 7% PEPRA (CalPERS member on or after 1/1/2014) = 8%

SCHOOL EMPLOYER CONTRIBUTIONS

WELCOME TO CALPERS

<u>MyCalPERS Portal</u> (Login Information)

PALOMAR RETIREMENT BENEFITS

CalSTRS

WHO PARTICIPATES? Academic employees

EMPLOYEE CONTRIBUTION: Classic (CalSTRS member on or before 12/31/2013) = 10.25% PEPRA (CalSTRS member on or after 1/1/2014) = 10.205%

SCHOOL EMPLOYER CONTRIBUTIONS

WELCOME TO CALSTRS

MyCalSTRS Portal (Login Information)

PALOMAR RETIREMENT BENEFITS

APPLE

WHO PARTICIPATES? Permanent classified less than 50% contract, short term employees, part time faculty

EMPLOYEE CONTRIBUTION: 5%

EMPLOYER CONTRIBUTION: 2.5%

PLAN INFORMATION

WEBSITE LINK

These funds can be used to purchase <u>CalPERS</u> or <u>CalSTRS</u> service credit. You will start that process with CalPERS or CalSTRS.

Form to rollover or liquidate APPLE funds



OPTIONAL INSURANCE AND INVESTMENTS

Optional Insurance Benefits

Additional information found at:

<u> Voluntary Benefits – Human Resource Services (palomar.edu)</u>

- Voluntary Term Life
 - Up to \$200,000 is guaranteed to be issued for a new hire applying within their first 30 days (<u>Click here</u>)
 - And up to \$50,000 is guaranteed for a spouse as long as the employee applies \$100,000
- AD&D guaranteed issue
- UNUM Long Term Care
 - This increases the benefit provided by Palomar
- Hyatt/MetLaw Legal Plan Legal HMO
 - <u>(plan summary/enrollment)</u>
- Aflac Products
 - Contact Jill Krenkler (760)473-8023 <u>jill krenkler@us.aflac.com</u> Cancer, Accident, Short Term Disability, Vision, Life
- American Fidelity FSA & Optional Products
 - Contact Michelle Kramer or Beth Park (951)600-0122
 - Michelle.Kramer@americanfidelity.com or beth.park@americanfidelity.com
 - Flexible Spending Accounts (Medical & Dependent Care), Cancer, Accident, Short Term Disability, Life

Pre and Post Tax Investments

Additional information found at:

Retirement Savings Plans – 403(b)/457(b) – Human Resource Services (palomar.edu)

- Empower Retirement 403(b), 457(b), and Roth 403(b) <u>Universal availability notification</u>
 - Free Empower Retirement Planning Services provided by <u>Miguel Marin (800)</u> 701-8255
- Additional approved 403(b) investment providers are located at the <u>SDCOE Deferred Compensation</u> <u>Website</u>

The approved vendors from this list must be contacted directly in order to establish an account



INSURANCE & REGULATORY NOTIFICATIONS

- <u>Insurance Carrier HIPAA Notifications</u>
- <u>District Life Insurance Taxability Notification</u>
- <u>Insurance Coordination of Benefits Rule</u>
- <u>California Insurance Exchange Notice (Spanish)</u>
- <u>Medicare Prescription Drug Coverage Notice (Spanish)</u>
- <u>COBRA General Notice</u>
- <u>California Unemployment Program Notice</u>
- <u>Industrial Injury Information</u>
- <u>Workers Compensation Pre-Designation of Personal Physician</u>



BENEFIT OFFICE CONTACT INFORMATION

Wendy Corbin, Palomar, Benefits Supervisor

Veronica Sadowski, Palomar, Benefits Specialist

<u>Benefits@palomar.edu</u> (760)744-1150 ext. 3053 or ext. 2889

Human Resource Services Fax (760)761-3530



